

DIRECT TRANSFER APPROPRIATION INFORMATION FORM TERMINOLOGY EXPLANATION

Fund Number

Identifies the fund related to the Department's appropriation. (e.g. General Fund number is 0001, see link below for a list of special funds):

Fund List (Department of Finance):

http://www.dof.ca.gov/accounting/manual_of_state_funds/

Sub-Fund Number

Some funds consist of several sub-fund(s). For accounting purposes each of the sub-funds are treated as a separate fund. Please check your fund, you can also go to:

http://www.dof.ca.gov/accounting/manual_of_state_funds/

Agency Code

Four digit numbers used to identify your Department. You can find your Department code here: <http://www.ebudget.ca.gov/budget/2019-20/#/BudgetDetail>

Fiscal Year

Identifies the fiscal year in which the appropriation became available. For example, appropriations enacted for state fiscal year 2018-2019 have a year of appropriation of '2018'.

Reference Number

Identifies an appropriation made to one organization (or sub-organization) from the fund, or a specific statewide appropriation. Here's a list of reference numbers, see column G:

http://www.dof.ca.gov/Budget/Fiscal_Resources_For_Budget/documents/ReferenceNumbers.xlsx. Please note that if an organization receives multiple appropriations from one fund, each appropriation has a different reference number.

Federal Catalog also known as CFDA (Catalog of Federal Domestic Assistance)

The catalog of federal domestic assistance is a government-wide compendium of federal programs, projects, services, and activities which provide assistance or benefits to the public. It contains financial and nonfinancial assistance programs administered by the departments and establishments of the federal government. CFDA numbers are the system for identifying and sorting the 2,000+ federal programs. Each CFDA number contains five digits and appears in the following format: ##.### (e.g., 10.001 or 98.102). If fund '0890' was used for the fund number then this field should be filled out.

Account/Category Codes (Fi\$Cal #)

A collection of one or more types of codes used to classify financial and budgetary transactions. The code is generally '5322400' but check with your Accounting Office to make sure. You can find the codes here:

http://www.dof.ca.gov/budget/fiscal_resources_for_budget/documents/ConsolidatedCategoriesListforHyperion.xls or for a more comprehensive list, go to:

http://www.dof.ca.gov/budget/fiscal_resources_for_budget/documents/COA%20Crosswalk_Master_3-20-2019.xlsx

Program/Element/Component (Legacy #)

A program is defined as a group of interdependent or interrelated activities directed toward the achievement of a common goal or objective. A department's program structure shows the relationships of the department's various activities to its hierarchy of goals and objectives. The program structure is maintained to provide consistency in program identification across fiscal years in the databases of the State's computerized budget, accounting, and fiscal information systems. A higher program part must always be defined whenever a lower level part is defined. For example, if a program code 20.30.010 is defined, then program parts 20 (program) and 20.30 (element), 20.30.010 (component) must also be defined. Not all of a department's programs will contain all of the lower levels of detail; e.g., elements, components, and tasks.

Task and Sub-Task

A three digit (cannot include 000) task code can only be assigned by the Department of Finance's Capital Outlay and Financial Operations Unit when a project has more than one phase scheduled separately in the same appropriation (reference number and fund).

Program and Sub-Program (Fi\$Cal #)

This is equivalent code to the program number (legacy #) however this code is provided by Fi\$Cal. You can look up your program code by looking at your Department's Budget, located in: <http://www.ebudget.ca.gov/budget/2019-20/#/BudgetDetail>